



# ***Casa de Oro Elementary Student-Parent Handbook 2023-2024***

***"Growing Minds and Building Leaders"***

**10227 Ramona Drive  
Spring Valley, CA 91977**

**Phone: (619) 668-5715**

**Email: [CDO@LMSVSCHOOLS.ORG](mailto:CDO@LMSVSCHOOLS.ORG)**

**Website: <https://www.lmsvschools.org/casadeoro/>**



Instagram: [cdoelem](https://www.instagram.com/cdoelem)



PTA Facebook: [Casa-De-Oro-Elementary-PTA-](https://www.facebook.com/Casa-De-Oro-Elementary-PTA-)

# ***"Success for Every Child"***

Dear Casa de Oro Families,

Welcome to the new school year! The staff and I look forward to working with you throughout the year to create an outstanding educational experience for your child(ren). Achieving that goal requires your awareness of important school and PTA-related information and procedures outlined in our Parent/Student Handbook.

I ask that you review the information in the handbook with your child(ren) so that we can collaboratively establish high expectations, promote personal responsibility, and provide a safe environment that always remains conducive to learning.

CDO continues to be a special place because every member of our school community maintains an unparalleled commitment to children. Throughout the year, we will be working hard to ensure that every member of the school community is celebrated and valued as a unique individual who will be treated with kindness, compassion, and respect. Toward those ends, we will focus on three schoolwide rules: Be Respectful, Be Responsible, Be Safe. Our Character Education will focus around John Wooden's book, *Inch and Miles*. Students will be introduced to a variety of character traits throughout the school year and will apply their understanding of the traits to their actions. Your ongoing support in reinforcing the importance of outstanding character with your child(ren) at home is sincerely appreciated. With your assistance, we can make a lasting positive impact on the way every child conducts himself or herself within the school building and beyond. I remain optimistic about the year ahead and look forward to working with you and your children.

Ryan Icenhower, principal

# Daily Schedule

## School Office Hours

7:30-3:00 Monday-Friday

## School Hours

8:00-2:20 Monday, Wednesday, Thursday, Friday

8:00-1:05 Tuesday (Minimum Day)

## Gates Open for Arrival/Run Club/Breakfast

7:35

## Recess

Time	Grade
9:45 - 10:05	TK
10:10 - 10:30	K-3
10:35 - 10:55	4-6

## Lunch

Grade	Eat	Play
Tk-1	11:20 - 11:40	11:40 - 12:00
2-3	12:00 - 12:20	12:20 - 12:40
4-6	12:20 - 12:40	12:40 - 1:00



## Casa de Oro Elementary

### Description

Casa De Oro Elementary is a small community school with a culture of belonging and positivity. We "Grow Minds and Build Leaders" through dynamic programs that respond to individual needs and create opportunities for growth and success for all of our students.

### Mission Statement:

In collaboration with parents, staff, students, and the community we will ensure that each and every child achieves their highest academic and social potential within a safe and nurturing community.

### Our Core Values Include:

- Promoting innovative and creative thinkers for the 21st century.
- Providing a quality and rigorous education for all students.
- Fostering caring and empathetic relationships with students, families, and the community.
- Understanding that every student is a scholar who uses respect, honesty, and understanding to build a community.

With a focus on the whole child, during and after school activities include art, environmental literacy, vegetable gardening, Farm to Table, and culinary arts. Students also have opportunities to participate in robotics, student leadership, Sonshine Club, and Music.

### Our Community Pledge for Student Success:

I will **GROWL!**

**G**row my Mind

**R**espect Myself and Others

**O**wn my Own Learning Choices

**W**ork and Watch Myself Succeed

**L**et's Make a Difference



### **ATTENDANCE / STATE LAW:**

California State Education Code Section 48260 states in part that each person between ages 6-16 years is subject to compulsory full-time day school during the time school is in session. Cases of excessive absences or tardies may be referred to the School Attendance Review Board (SARB). This is part of the legal system, which enforces compulsory education attendance.

Every absence/tardy interferes with your child's progress in school.

\*\*\*Perfect attendance is defined as your child being present at school all day every day. \*\*\*

### **ABSENCES**

- **Please call the school office on the day of the absence by 9:00 a.m.** For your convenience a message may be left at the school's voicemail (accessible 24 hours per day, seven days a week) at any time during the prior evening to inform us of the absence as well.
- Be sure to report communicable diseases to our office. If you are not sure about keeping your child at home, please check with our Health Technician.
- Students absent from school for any reason are responsible for the completion of all missed assignments. Prolonged or repeated absences, excused or unexcused, deprive the student of the classroom experience deemed essential to learning. Regular school attendance is required in order for the Board of Education to fulfill its responsibility of providing a thorough and efficient education for each student.
- Any student who accumulates an excessive number of absences will be referred to the School's Attendance Review Board.
- While we understand and appreciate the value of family vacations, please make every effort to coordinate your time away with the school calendar. Scheduling vacations while school is in session is disruptive to the learning process and places children at a decided disadvantage upon their return to school.

### **TARDIES**

- **All students will be marked tardy after the 8:00 bell rings.**
- Tardiness should be avoided for the same reasons as absences and because it interrupts the school day for the other children. Arriving at school on time underscores the importance of the educational process and promotes responsibility and a sense of community for the student. If a student is tardy three times, a letter will be sent to the child's parent/guardian outlining the importance of having the student arrive at school on time. Where a child continues to be tardy (more than three times), the parent/guardian will be required to have a conference with the Principal, teacher, counselor or school nurse to determine the cause of the repeated tardiness and to develop strategies to address the problem.

## **EARLY PICK-UP**

In the case of a doctor's appointment or an emergency, the parent or guardian must come to the main office to sign out their child before he or she can leave the building. **Your child will be called to the office after you have arrived at school.** No child will be permitted to leave school grounds unescorted during the school day. School gates will be locked for the duration of the school day. Upon arrival at the front gate, please call the school office or ring the doorbell and a staff member will unlock the gate for you.

## **BACK TO SCHOOL NIGHT:**

This evening will provide you with an opportunity to meet your child's teacher and to review the year's curriculum. This is a great time to meet other parents, become a PTA member, and volunteer for various events during the course of the year.

## **BICYCLES**

Only students in the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades are permitted to ride their bicycles to school. We consider riding a bicycle to school a privilege, and certain standards of safety must be maintained. Failure to follow the student bicycle safety standards will result in the loss of this privilege.

Bicycles are to be ridden to school for transportation only. They are not to be ridden on the school grounds. Be sure bicycles are padlocked, as the school does not take responsibility for bike security. Safety helmets are required by law. For the safety of your child, and legal compliance, your child must wear a helmet.

## **BIRTHDAYS:**

Although we do not hold class parties to celebrate student birthdays, you may send in non-food items such as pencils, stickers or a donation to the class library. \*\*\* What is important is that the child's birthday is being acknowledged and celebrated.\*\*\*

## **BREAKFAST/LUNCH**

Both breakfast and lunch are served daily in the school cafeteria. For the 2023-2024 school year, breakfast and lunch will be served at no cost to students.

- Breakfast and a hot lunch is served daily.
- If lunch is brought to school, be sure your child's name and room number is visible on the outside of the sack or box.

## **CHANGE OF INFORMATION**

To maintain effective communication between the school and home, please notify the main office of any changes to pertinent information (i.e. your address, telephone number, email address, emergency contacts, etc.) during the course of the year so that we may update our records.

## **CHARACTER EDUCATION**

Throughout the year, students will be recognized for consistently displaying the characteristics associated with coach John Wooden's book, Inch and Miles: The Journey to Success. Each month there will be a school wide focus on a character trait and teachers will integrate lessons related to these characters into their daily plans. Students will also be recognized on a monthly basis during our Cougars of the Month Ceremony. In addition, students and entire classes will be recognized and rewarded for displaying the expected behaviors as it relates to our schoolwide rules: Be Respectful, Be Responsible, Be Safe. Special classroom lessons will also support character education themes throughout the year. Each month, students meet as a school community for a "Cougars Rally" in the amphitheater to make sure that as a community we celebrate character.

## **DISCIPLINE PLAN**

Our schoolwide discipline plan is founded on **restorative practices**. Restorative practices build community and promote healthy relationships among educators and students in order to teach the social-emotional and conflict-resolution skills necessary to reduce conflict.

Casa de Oro implements the Safe School Ambassador program. We believe that creating a safe and inclusive school community is one of numerous ways to prevent bullying and violence. [Safe School Ambassadors](#) (SSA) is designed to help schools engage and empower students to work with adults. By cultivating this connection staff and students work together to create and maintain a positive culture across campus.

SSA compliments other SEL and school climate initiatives including PBIS, Violence Prevention, Youth Empowerment/Youth Voice and Restorative Justice approaches and has a proven track record of reducing school disciplinary actions. SSA equips and engages diverse, socially influential youth as upstanders by providing them with skills to safely resolve conflicts, counter mistreatment, and support isolated and disconnected students. Students are trained to notice and safely act when they see, hear, and know that something is not right and to create healthy connections among their peers.

Using approaches such as dialogues, conferencing, and peer-led mediation, restorative practices get to the root cause of student behavior. A restorative culture seeks to address the missing piece of teaching social-emotional and conflict-resolution skills by turning behaviors into learning opportunities. Accepting responsibility for behaviors and making right what has been wronged is the goal of the learning opportunity.

Students are responsible to their teachers for classroom expectations and behavior. When a student does not respond to the classroom accountability system, a student may be referred to a support staff member for a more intensive intervention aimed at helping the student make better behavioral choices. The ultimate goal in addressing all behaviors is to ensure a supportive and stable educational environment while encouraging growth towards self-discipline, accepting responsibility, and appreciating the rights of others. When fully implemented, restorative practices improve school climate, increase academic achievement and reduce racial disparities in school discipline.

Students use a **THINK SHEET**: When you have **broken a rule** or **failed to meet an expectation**, take time to think about your **choices** and their **consequences**.

### **The following questions are utilized during a Restorative Conversation: :**

What happened?

What were you thinking at the time?

What have you thought about since?

Who else has been affected by what you have done?

What do you think you need to do to make things right?

### **In addition, the following scripts can be used during Restorative Conversations.**

Students follow a script when accepting responsibility and apologizing.

(Name of student they are addressing) \_\_\_\_\_ I want to give you an apology.

I am sorry for \_\_\_\_\_.

Next time I will \_\_\_\_\_.

Students who are discussing an issue also have a script to share an I-Message.

(Name of student they are addressing) \_\_\_\_\_

I feel \_\_\_\_\_ when you \_\_\_\_\_.

Could you please \_\_\_\_\_

Through restorative practices there are still times students may need more “think time” or time away, community service, or other consequences for repetitive or more extreme behaviors. On occasions there are infractions that will result in an in-school or out of school suspension. Please refer to our LMSV District Student Sexual Harassment and Suspension Policy below.

**STUDENT SEXUAL HARASSMENT:** EC 212.5, 48980: It is the policy of the La Mesa-Spring Valley School District Board of Education that all persons regardless of their sex be afforded equal rights and opportunities and enjoy freedom from discrimination of any kind in educational programs and settings. Furthermore, the Governing Board considers sexual harassment to be an offense, which can result in suspension or expulsion of the offending student.

Types of conduct which are prohibited in the District and which may constitute sexual harassment include, but are not limited to:

Unwelcome sexual flirtations or propositions-

- Sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions.
- Graphic verbal comments about an individual’s body or overly personal conversation.
- Sexual jokes, notes, stories, drawings, pictures, or gestures.
- Spreading sexual rumors.
- Teasing or sexual remarks about a student enrolled in a predominantly single-sex class.
- Displaying sexually suggestive objects.

Education Code 48900.2 specifies a pupil may be suspended from school or recommended for expulsion if the superintendent or principal of the school in which the pupil is enrolled determines the pupil has committed sexual harassment as described in Education Code 212.5. The conduct must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment. This policy shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive. Any student who feels he or she has been the victim of sexual harassment shall immediately report the incident to the principal of the school or other staff member.

## **SUSPENSION**

Pursuant to Education Code 48900 and/or Board of Education Regulation 5131.6, your child will be suspended for the following reason(s):

- Caused, attempted to cause, or threatened to cause physical injury to another person.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive or other dangerous object.
- Possessed, used, sold, furnished, or under the influence of a controlled substance.
- Offered, arranged or negotiated to sell a controlled substance or alcohol.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Possessed or used tobacco.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawful possession offered or arranged to sell drug paraphernalia.
- Disrupted school activities or otherwise willfully defied the valid authority of school officials.
- Knowingly received stolen school property or private property.
- Sexual harassment.

## **DRESS GUIDELINES**

Although we feel strongly about celebrating each child’s individuality, it is necessary to enforce certain guidelines with respect to student attire in the interest of maintaining student safety and establishing an environment that is conducive to learning and high standards for student achievement.

- All attire should be neat, clean, reflect modesty, and be appropriate for school.
- Apparel shall not be sheer, brief, low-cut, or revealing so as to be embarrassing, distracting, or indecent.
- Children may wear shorts during the warm weather, but their shorts must be an appropriate length.
- Any article of clothing that leaves undergarments exposed is not acceptable for school.



- Shirts or tops that leave the stomach area/midriff exposed are not acceptable. T-shirts or other garments must not display any suggestive or obscene wording or graphics.
- Appropriate footwear is required at all times, especially in light of the fact that students may be walking in sand, kicking balls, and playing outside for recess. Flip-flops, sandals, and slippers may not be worn at any time.
- Headgear must not be worn in a manner that hides a student's face, unless for religious, health, or other reasons approved by school administration. (Examples: hats, hoodies, sunglasses, masks, etc.)

### **DROP OFF/PICK UP AREA- CAR**

When dropping off or picking up students, please use the right-hand drop off lane in the "Expressway" on the corner of Ramona Dr. and Agua Dulce. Pull forward as far as you can. **Do NOT make U-turns when entering or exiting the Expressway, do NOT turn left exiting out of the expressway.** You may also park legally along the south side of Ramona Dr. or Agua Dulce. If you park across the street from the school, please use the crosswalks to reach the school safely. Students should always use the crosswalks when coming and going home from school and should never cross in the middle of the street. Unfortunately we do not have a public parking lot. **Please do not drive into or wait in the Staff Parking Lot/Bus Pick Up Area. Lastly, be a good neighbor and no do block resident driveways.**

### **EDUCATIONAL EXCURSIONS**

During the year, students may have the opportunity to participate in field trips that reinforce or supplement classroom instruction. Parents or guardians are notified of the details of the trip in advance and are encouraged to give their child(ren) permission to attend. A permission slip must be signed by each child's parent or guardian and returned to school prior to the trip. Only class parents will be permitted to attend/chaperone class trips with the students. If more parents want to attend a class trip than spaces allow then parents will be chosen by lottery.

### **EMERGENCY DRILLS**

In accordance with State law, the Principal will plan fire, earthquake, and lockdown emergency drills throughout the year. Every child and adult in the building is required to participate in these drills.

### **EMERGENCY CONTACTS**

We understand that parents or legal guardians may not always be available in the event of an emergency. As a result, it is imperative that emergency contact information be submitted to the office on the Emergency Health Card sent home in August. Emergency contacts should be available during the school day, and if possible, live in the immediate or the surrounding area. If the name or phone numbers of emergency contacts change, please remember to notify the office as soon as possible.

### **ESS CHILD CARE**

ESS Child Care is a self-supporting, year-round child care program offered before and after school to students enrolled at Casa de Oro. The program is located in the school auditorium. Enrollment is open.

Hours: 6:00 A.M. – 6:00 P.M.

Fees: Call ESS for current fee structure (668-3800)

### **EXTRA-CURRICULAR ACTIVITIES**

There are many opportunities for participation in extra-curricular and service activities. Your children will receive information regarding opportunities as they become available. Some extracurricular activities may include Sonshine Club, Lego Club, Robotics, Coding, Garden, Cooking, Patrol, Leadership, Art, Music, ...

### **CALIFORNIA HEALTHY YOUTH ACT (CHYA)**

We offer a comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education to sixth grade students. All parents have the right to preview the materials that are used in

the class prior to their children receiving instruction. A letter is sent home for parents to indicate if they want their children to participate in this educational program.

## **HEALTH SERVICES**

A school nurse is here to provide first aid and a variety of health-related services. Periodic height, weight, vision, hearing, and scoliosis screenings are held.

- If a child has a fever or is displaying other symptoms of illness, the parent, or person(s) listed on the enrollment form as “Emergency Number,” will be notified. The child must be picked up as soon as possible. School personnel, including the Health Technician, are not permitted to administer treatment or to diagnose. In the event of an injury, the district nurse is contacted and district protocol is implemented and the parent is notified. Children will not be released without an emergency contact present. **\*\*\*Students should have a normal temperature for 24 hours before returning to school.\*\*\***
- Please contact the school nurse if a child has a contagious disease or is being treated for one.
- In order to prevent the spread of disease, parents/guardians should consider keeping children home when they exhibit any of the following symptoms: headache, sore throat, pain, watery eyes, vomiting, earache, enlarged glands, coughing, chills, fever, rash, diarrhea.
- If a child is vomiting or has a fever, he or she will not be permitted back into school for 24 hours following the final exhibition of any symptoms.
- Special protocols will be in place for a positive COVID-19 diagnosis and these protocols will be shared with parents under separate cover.
- If your child requires medication during school hours, please contact the school nurse. Read the section under medication for more information. Students may not carry or consume prescribed medication that is in their possession. All medications must be stored in the health office.

## **HOMEWORK**

Homework is an extension of class work. As such, it will be assigned on most days. If your child is not bringing home homework assignments on a regular basis, please contact your child’s teacher. Kindergarten and first grade students will have between 10 and 25 minutes of homework per night; second and third graders will have between 25- 45 minutes; and fourth through sixth graders will have between 45 and 60 minutes.

## **INDEPENDENT STUDY CONTRACT**

Excused absences from school allowed by the State are those days on which students are sick, have a doctor’s appointment, or have to attend a relative’s funeral. If your child is going to be absent from school for 3 or more days, please let us know so we can place him/her on an independent study contract for the duration of his/her absence. The independent study contract serves two purposes: 1. The student keeps up on his/her schoolwork and skills. 2. We do not lose funding from the state.

## **INSURANCE**

Each year, La Mesa-Spring Valley School District provides information to parents on an Accident Medical/Dental Expense insurance policy. The school district itself does not provide any medical or dental expense insurance for pupils injured on school premises or in school activities. If you do not carry insurance on your son or daughter, you are urged to enroll your child under one of the two commercial plans that are offered by the insurance company.

## **LIBRARY/MEDIA CENTER**

We encourage students to check out books to read with topics that interest them during the school year. There is a large fiction and non-fiction section at all reading levels. Please encourage your child to read at home. We also encourage parents to read to their children. If a book is lost or damaged at home the parent is responsible for the cost of replacement.

## **LOST AND FOUND**

The school maintains a lost and found collection. Unclaimed items are displayed for parents several times throughout the year. Any items still unclaimed at the conclusion of the school year will be donated to a local charity.

## **MEDICATION**

In order to have your child take medication at school, the Physician's Recommendation for Medication, form A-228 (San Diego County) must be completed by your doctor and sent to the school. No medication will be given at school without this form. These forms may be obtained in the office. **Only adults may transport medication to and from school.** **NOTE:** All medication taken at school must be under the supervision of a designated school employee.

## **PARENT/TEACHER CONFERENCES**

Parent conferences are held each Fall. Parents are encouraged to be active participants in their child(ren)'s education by attending these important conferences. Evening appointments will be prioritized by necessity, which will be determined on an individual basis.

## **PARENT/SCHOOL COMMUNICATION**

It is essential for the well being of the children that ongoing communication is maintained between the home and school. This can happen through PTA, School Site Council, ELAC, or Title 1 meetings, a phone call or note/email to the teacher, a phone call or note/email to the principal, teacher/parent conferences, etc. Look for dates of regular school meetings and events in the school calendar on the website and through our Blackboard notifications.

## **PHYSICAL EDUCATION**

All students in TK through 6th grade are required to participate in physical education classes. We encourage all students to dress comfortably for school and be prepared to participate in active play.

**PICTURE DAY** In the fall of every school year, student portraits are taken. Notices will be sent home to inform families of the date and the various packages available for purchase.

## **PICKING UP STUDENTS - END OF DAY**

All parents wait for their children at the end of the day outside the school gates or in the car pick up line. This is a safety precaution so that we know who is on campus at all times.

## **PTA**

The Parent-Teacher Association is a collaborative partnership between parents and staff members, whose mission is to continually enhance the learning environment for CDO students. This is accomplished through active involvement. All parents are encouraged to become a PTA member.

## **SAFETY**

Your child(ren)'s safety is our first priority. A high degree of cooperation between the home and the school is crucial for teaching children about effective safety habits. You can help us in this endeavor by urging your child(ren) to do the following:

- Prepare for school early enough to arrive before the tardy bell.
- Walk on the sidewalks and cross only at specified crossings.
- Refuse to enter or approach strange automobiles or to talk to strangers.
- Be respectful and considerate to others.
- Return to the school office if their ride or the person responsible for taking them home does not arrive within a reasonable period of time.

## **SNACKS**

Students may bring in a healthy snack to eat during their recess time. Candy or other sweets are not acceptable as regular snacks. Students may not share their snacks with other students.

## **SPIRIT DAYS**

We encourage students to either dress in our school colors, blue and yellow, or wear a school shirt on a given day of the week to show their school spirit. Generally, one day per month is designated as a school spirit day. These special days provide students and staff members with an opportunity to show their support for and pride in our school. Keep an eye on the monthly calendar, and encourage your child(ren) to catch the spirit by participating.

## **TELEPHONE USE/ CELL PHONE POLICY**

Students are allowed to use the telephone in the main office for emergencies or to clarify arrangements for getting home. Please assist us in having your children understand that the telephone is not available to request forgotten items or to arrange social gatherings after school. Students may bring cellphones to school; however, their phones must remain off and stored in the student's backpack for the duration of the school day. The school is not responsible for lost, stolen or damaged cell phones.

## **TOBACCO-FREE POLICY**

Board Regulation 1131: The Board of Education has declared the La Mesa-Spring Valley School District to be tobacco free. Students, employees, and community members using tobacco products on District property shall be informed of the District's policy and asked to refrain from tobacco use. Persistent violation of this policy shall result in appropriate disciplinary measures for students and/or employees and the possible revocation of an organizations' Use of Faculties permit if a community member refuses to refrain from tobacco use while on District property.

## **TOYS AND GAMES**

Students are not permitted to bring toys and games to school. The school will provide all games and equipment during the students' recess period. All toys and games should be left home, as they are often a distraction to the educational environment we work diligently to maintain. (This includes card games, spinners, fidget cubes, etc.) We thank you in advance for your support. **\*\*\*Skateboards, scooters, wheelies/heelies and skates are not allowed at school\*\*\***

## **VISITORS**

To ensure the safety of our children and staff members, all visitors must check in at the front office and verify their personal identification, drivers license or ID card, through the Secure Campus Scanner. They will be asked to state the purpose of their visit and will be asked to identify the child to whom they are related prior to being granted entry past the office. Once on campus all visitors must return to the office just prior to exiting the campus.

## **VOLUNTEERS**

We actively encourage parents, grandparents and members of the community to volunteer. There are opportunities to volunteer as little or as much as you would like from the classroom, lunch area, for an event, or to showcase one of your talents. We must have an application on file in the office for you to volunteer on the school campus. Please stop by the office and fill out a Volunteer Application. **All volunteers must check in at the office before being on campus to volunteer and must have a valid ID.**

**CDO...Growing Minds and Building Leaders!**